

**Allenstown PTO Meeting Minutes  
September 11, 2018, 6:00 PM at ARD**

**APPROVED**

**Attendance:** Crystal Venegas, Lisa Cox, Bobbie Laflamme, Sandra Kimball, Michelle Kelly, Misty Dube, Shannon Kruger, Jamie Moore, Natalie Francis, Kate Reynolds, Mike Kenyon, Jody Moore, Jen Rix, Angela Johnston, Stephanie Ferland

- I. **Minutes:** With a motion by Crystal Venegas, and a second by Lisa Cox, the June 12, 2018 meeting minutes were unanimously approved.
- II. **Financial Review:** Sandra Kimball gave a brief update of the July and August financials. The ending balance as of August 31st was \$17,898.73. Misty Dube presented reconciliation reports for July and August. With a motion by Sandra Kimball, and a second by Natalie Francis, the July and August 2018 financials were approved.
- III. **Go Daddy Renewal:** It was agreed upon to renew the go daddy domain name for another two years. This was included in the annual budget.
- IV. **Bylaws:** Crystal Venegas commented that there were minimal changes made to the bylaws. The Financial Secretary and Treasurer sections were updated to reflect current practices. The bylaws will be posted on the website. Please review and bring comments to the next meeting.
- V. **Summer Approvals:** The following items were approved by the Executive Board over the summer – August 7<sup>th</sup>, Box Tops prize to Charmingfare; August 9<sup>th</sup>, school supply cake and lollipops for open house; August 21<sup>st</sup>, Open House family game night tower; August 22<sup>nd</sup>, purchase of \$200 worth of student prizes for the calendar raffle to use as an incentive.
- VI. **Audit:** On August 21, 2018, Natalie Francis and Sandra Kimball conducted the audit for the year ending June 30, 2018. They noted that during a random spot check, the “treasurer signature” was omitted from a few of the reports. The audit was finalized, signed and dated.
- VII. **Welcome Packets:** Lisa Cox added all PTO paperwork to both AES and ARD welcome packets for parents. Of the forms distributed, 45 were completed, 33 of which were new. Copies of restaurant fundraiser calendars were also included. It was requested to have some additional copies available in the staff rooms. Others could be printed out and distributed to local businesses, as parents felt fit.
- VIII. **Director of Saver Programs:** Jamie Moore reported that Famous Pizza generously agreed to donate personal pizzas again this year to the top Box Tops collectors at each school. Jamie will report Box Tops September totals at the next meeting. Shoparoo brought in a total of 89,390 points, which equals \$178.78 for AES. A check will be disbursed in October. The group discussed additional saver programs to look into, including but not limited to Burlington, Hannafords, Amazon Smile, and Books a Million. Kate Reynolds agreed to help out Jamie in researching these options.
- IX. **Fund Requests:** The following fund requests were presented – Lisa Cox, \$73.75 for student incentives for calendar fundraiser (previously

approved); Laura Dimaggio, \$50 classroom budget (previously approved); Michelle Kelly, \$50 classroom budget (previously approved); Gabrielle Defregger, \$50 classroom budget (previously approved); Lisa Cox, \$34.99 banner (motion by Lisa Cox, second by Natalie Francis); Mike Kenyon, \$848 for purchase of 25 ukulele, 6 sets of strings, 2 tuners for use during eagle block for 5<sup>th</sup> through 8<sup>th</sup> (motion Crystal Venegas, second Lisa Cox).

- X. **Open House:** Lisa Cox reported the following stats from the ARD open house: 48 hotdogs, 144 hamburgers, 22 tickets entered into game tower, 82 lollipops, 9 new emails on tickets. AES open house will be held on Thursday.
- XI. **Prize Calendar:** The prize calendars have been distributed and will be due back on September 24<sup>th</sup>.
- XII. **Holiday Shop:** The holiday shop at AES will be held on December 4-6, with a November 30<sup>th</sup> delivery. Jody Moore, Misty Dube, and Kate Reynolds all volunteered to help out.
- XIII. **Director of Donations:** Sandra Kimball reported that 34 donations were received for the fall calendar fundraiser and 18 donations were received for the spring calendar fundraiser. She also commented that Applebees has a program for teachers that offer free kids meals for teachers to use as incentives for students.
- XIV. **Community Events:** There was discussion on holding additional community events. Ideas included a spring carnival, winter wonderland bonfire, dance, parents night, and road race. The topic will be added to next months agenda for further discussion.
- XV. **School Store/Crayola:** Tabled

The meeting adjourned at 7:50 pm.

Respectfully Submitted,  
Bobbie Laflamme